

Alaka Chanda

Company Secretary, LLB, Masters of Business Law with 9+ years of experience

Mobile: +91 9538555306
Email: alakachanda@gmail.com

Executive Summary

Company Secretary, LLB and Master in Business Law with over nine years' of excellence in:

- Companies Act 1956 & 2013.
- Company Secretarial Compliances.
- Group Company Compliances.
- IPO Process, Pre Listing and Post Listing Compliances.
- SEBI Regulations.
- Debenture Listing.
- Mergers & Acquisitions.

Experience		
Company	Designation	Duration
Biocon Limited (Pharmaceutical Sector Company listed in BSE and NSE)	Associate Manager Team Size – 3 Members	April 2018 Onwards
Narayana Health (Healthcare Sector Company listed in BSE/NSE)	Manager Team Size – 2 Members	Sept 2015 – March 2018
Adarsh Developers (Real Estate Sector Concern renowned for building Special Economic Zone(SEZ) and Row Villas)	Manager Team Size – 1 Member	Dec 2011 – Sept 2015
GMR Infrastructure Limited (BSE/NSE listed Infrastructure Company)	Management Trainee	May 2010 – Sep 2011

Career Highlights

- Complete exposure of IPO and Listing Compliances of Narayana Health in 2016 in BSE & NSE.
- Lead the team in the activities of merger of entities with listed entity under Companies Act, 2013.
- Completed post IPO refund activity from ASABA within four months of starting the process.
- Hands on experience on Listing Obligations and Disclosure Regulations 2015, PIT Regulations 2015, SAST 2011 and other allied regulatory compliances.
- Formulating Compliance Framework.
- Levered the activities of listing of debentures in BSE & NSE.
- Conducted AGMs of listed entities.
- Ensured error free compliance by Companies under SEBI LODR regulations.
- Well versed with ESOP compliances.
- Involved in stakeholders relations/investors relations.
- Guest visiting faculty (Students section) at ICSI, Bengaluru Chapter.

Academic Credentials

- Cleared at First Attempt Company Secretary from ICSI in 2009.
- Cleared at First Attempt LLB from Guwahati University in 2011.
- Cleared at First Attempt Master of Business Law from National Law College, Bangalore in 2014.
- Secured First Position in BCom (Honours) from University of Dibrugarh in 2007.
- Awarded Student Of The Year in college B.Com
- Chief Editor for the college annual magazine 'Shine' and was an editor for the same magazine for 2 years.
- Achieved 7th position in the state in 12th Board examination.

Work Profile

- Knowledge and Experience of Initial Public Offering (IPO).
- Pre Listing and Post Listing Compliances.
- Liaison and build relations with Stock Exchanges, RTA, CDSL, NSDL, Merchant Bankers.
- Implementation and Compliances of the Companies Act, 2013, Rules and Circulars in Group Companies.
- Complying with the requirements under SEBI Regulations.
- Issues, Allotment and Listing of Optional Convertible Debentures and Listing in NSE and BSE.
- Compliance with Debenture Trustee, Delisting and Redemption of Debentures.
- Organizing and conducting of Board Meetings and Board Committees.
- Handled all activities w.r.t Annual Report (Directors, Corporate Governance & Business Responsibility Report).
- Preparation and Conducting of Annual General Meeting (AGM) including handling of E-Voting Process.
- Attaining minimum public shareholding of a listed entity.
- Formalizing and Modifying the ESOP Schemes and Grant, Allotment and Listing of ESOPs.
- Implementation of ESOP Module (Software – Diligent) for ease of Secretarial Records and Functioning.
- Formulated ESOP SOP and streamlined the process w.r.t compliances.
- Involved in the process of raising of funds from banks; consortium lending etc.
- Vetting of Loan Documents, Compliances of Lenders Covenants, Security Creation, Registration and Satisfaction of charges for Borrowings.
- Well versed with FEMA compliances like receipt of FDI and filing, procurement of FIRC, allotment of shares under automatic route and FCGPR, FCTRS, wiring of foreign exchange etc.
- Mergers and Acquisition under section 233 of Companies Act, 2013.
- End to end sphere heading, back end arrangements and conducting Annual general meeting of listed entities and its subsidiaries.
- Compliances of foreign subsidiaries under UK Companies Act 2006.
- Formulated Induction Manual for Director Appointment.
- Liaison with Investor Grievance redressal department of SEBI.
- Independently handle Secretarial Due Diligence and Secretarial Audits.
- Process of inter se transfer of shares among the promoters under SAST 2011.
- Acting as the custodian of all corporate records, Board Minutes and resolutions, statutory books and registers.
- Well versed in XBRL filing of annual accounts and cost compliance report for group companies.
- Exposure in Postal Ballot.
- Preparing Agenda, Minutes, Notices, Directors Report
- Exposure in drafting of legal agreements related to constructors and developers.
- Providing guidance to team on routine matters.

Personal Details

Status	Married to CA. Nimesh Dhawan (Working with Wipro Limited)
Age	33years
Present Address	Bangalore, Karnataka
Languages Known	English, Hindi, Bengali and Assamese
Interests	Imparting training sessions, Capital Market

Date:

Place: Bengaluru